

***Travel Supported by
PVARF***

Authorized Absence

Traveler:

Destination:

Dates:

Funding:

Traveler <i>Pre-Trip</i> Checklist	Travel Coordinator <i>Pre-Trip</i> Checklist
<ol style="list-style-type: none"> 1. Make airline reservations via Internet or personal travel agent. 2. Submit information to Travel Coordinator. <ul style="list-style-type: none"> <input type="checkbox"/> Documentation (including dates, location, and purpose) and itinerary <input type="checkbox"/> Funding source <input type="checkbox"/> Estimated travel expenses <input type="checkbox"/> Work and personal details 3. Sign VA paperwork prepared by Travel Coordinator. 4. Enter AA in VISTA-Time & Attendance. 	<ol style="list-style-type: none"> 1. Prepare required VA paperwork. <ul style="list-style-type: none"> <input type="checkbox"/> Memo to Regional Counsel & 10-0101B <input type="checkbox"/> SF-71 Leave Slip (Research Employees) 2. Submit original Memo & 10-0101B to Employee Travel.

Traveler <i>Post-Trip</i> Checklist	Travel Coordinator <i>Post-Trip</i> Checklist
<ol style="list-style-type: none"> 1. Submit original receipts to Travel Coordinator. 2. Sign PVARF paperwork prepared by Travel Coordinator. 3. Receive reimbursement check from PVARF. 	<ol style="list-style-type: none"> 1. Prepare required PVARF paperwork. Collect traveler's signature. Submit forms and receipts to PVARF. <ul style="list-style-type: none"> <input type="checkbox"/> PVARF Check Request <input type="checkbox"/> PVARF Travel Authorization/Reimbursement 2. Receive Part V of 10-0101B from Employee Travel. Complete and return to Employee Travel.